

# Publisher 2003

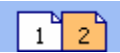
## Bells & Whistles Part I:

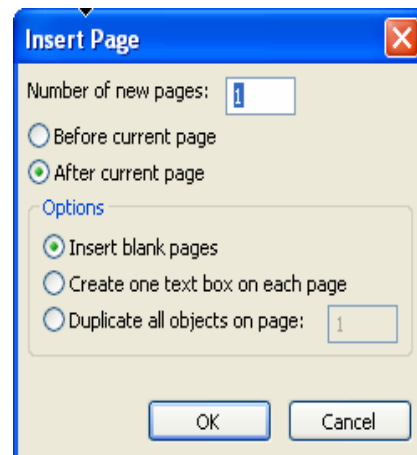
### Modifying a Publication's Layout and Structure

You can create a publication from one of Publisher's pre-made publication designs, using the layout and design elements that are provided, and then customize it to meet your needs. You can also start with a blank publication. Either way allows you to create informative and interesting publications quickly and easily. In this lesson, you'll learn methods to modify a publication's layout and structure.

#### Objective I: How to Insert and Delete Pages

To insert pages in a publication:

1. Select the correct page sorter tab to move to the location where you want to insert the page. 
2. Choose **Insert**→**Page** to display the Insert Page dialog box.
3. In the **Number of New Pages** field, type the number of pages you want to insert.
4. Make the desired changes and click OK.
  - Before **Current Page** or **After Current Page**.
  - Insert **Blank Pages**, Create One Text Box On Each Page, or Duplicate All Objects On Page.



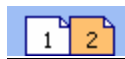
Note: You can also access the Insert Page dialog box by right-clicking the correct page sorter tab and choosing Insert Page.

To delete a page in a publication:

1. Select the page sorter tab representing the page you intend to delete.
2. Choose **Edit**→**Delete Page**.

Note: You can also delete a page by right-clicking the page sorter tab you intend to delete and choosing Delete Page from the shortcut menu.

To navigate pages using the Page Sorter



The page sorter is used to navigate to pages in a publication as well as perform other page-related activities such as inserting, deleting, moving, and renaming pages.

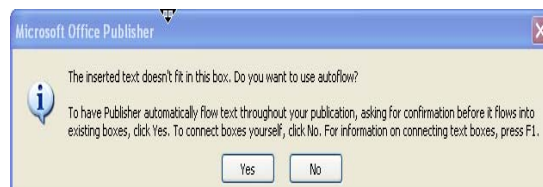
Note: Right-clicking a page number on the page sorter displays the shortcut menu.

## Objective 2: How to Connect Text Boxes



You know how to move and resize text boxes, but what if you have more text than will fit in a text box, but you can't increase the size of the text box? In this topic, you will connect text from one text box to another so that the text will overflow into another text box. In Publisher, you can simplify the process by linking the text boxes to other ones. Then, whenever you need to add more text to the first box, any text that doesn't fit will overflow into the other.

### To connect text boxes:

1. Select the first text box with the **Text in Overflow** button displayed.



**Note:** The Text In Overflow button is displayed only when existing text doesn't fit in the text box.

2. On the Connect Text Boxes toolbar, click the Create Text Box Link button . The mouse pointer changes to a pitcher .
3. Position the pitcher mouse pointer over the text box you want to connect to and click once. Publisher adds a Go to Next Text Box icon and a Go To Previous Text Box icon attached to the connected text boxes.

**Note:** Click the Break Forward Link button  to break the link between two text boxes.

### To add a continued notice to a text box:

1. Display the Format Text Box dialog box.
  - With the connected text box selected, choose **Format**→**Text Box**;
  - Or, right-click the connected text box and choose **Format Text Box**.
2. Display the Text Box tab.
3. Check the desired continued notice check box.
  - Include "Continued On Page..."
  - Include "Continued From Page..."
4. Click OK.
5. If necessary, repeat the preceding steps for each connected box in the publication.

**Note:** Page numbers will automatically update if pages are inserted or deleted between the pages with the connected text boxes on them.

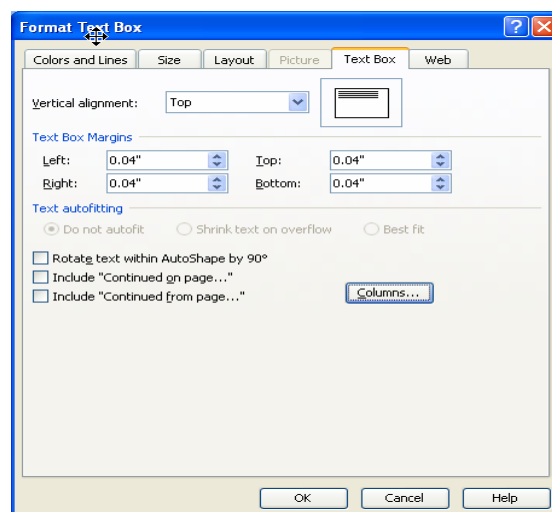
## Objective 3: Learn How to Divide Text Boxes into Columns

When using multiple text boxes, it is sometimes difficult to maintain a consistent width. In this topic, you will create columns in one larger text box so that the text remains in one box but is also visually organized.

Columns are a layout tool. They're visually appealing. Text may be easier to read and easier to manage with fewer text boxes. Using columns can save you time and frustration when trying to maintain width and height of text boxes.

### To insert columns in a text box:

1. Double-click the desired textbox
2. From the **Format Text Box** dialog box, select the **Text Box** tab.
3. Click the **Columns** button.
4. In the **Number** field, type the number of columns you want.
5. If necessary, type the amount of space between columns you want in the **Spacing** field.
6. Click **OK** to return to the **Format Text Box** dialog box.
7. Click **OK** to return to the page in the publication and create the new columns.



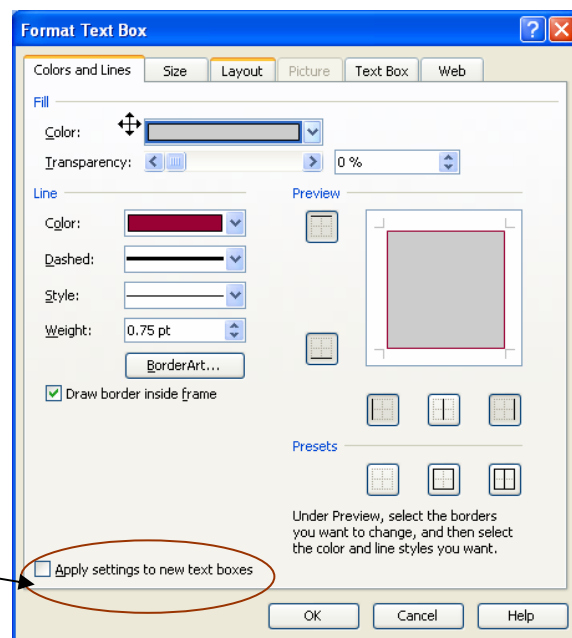
### **Objective 4: Learn How to Format Text Boxes**

You can format text boxes to create visual appeal. Some formatting may include adding border lines between columns and shading.

### To add a borderlines and shading to a text box:

1. Double-click the desired textbox
2. From the **Format Text Box** dialog box, select the **Colors and Lines** tab.
3. Under **Preview**, select the type of line you want.
  - Top, Bottom, Left, Right, or Center
4. Select the **Line** options you want.
  - Color, Dashed, Style, or Weight
5. Set the **Fill** effects.
  - Fill Color, Transparency, or Border Art
6. Click OK

**Note:** A default for all new text boxes within the current publication can be set based on the formats of an existing textbox. Border Art can't be applied as a default for new text boxes.



### **Objective 5: Learn How to Move a Page**

Instead of deleting and retyping text, Publisher allows you to move pages in a publication quickly and easily.

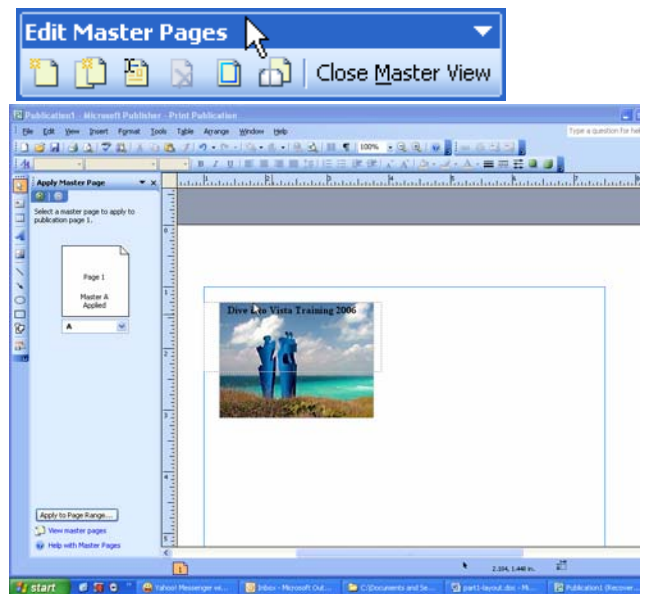
### To move a page in a publication:

1. Select the page sorter tab that you intend to move
2. Drag the page sorter tab to a new location on the page sorter

## Objective 6: Learn How to Add Design Elements to a Master Page

To add design elements to the master page:

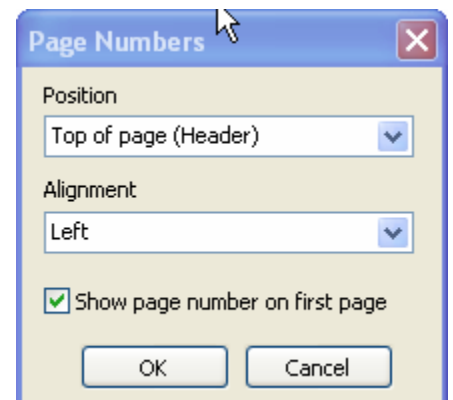
1. Choose **View**→**Master Page** to access the default master page.
2. The **Edit Master Pages** toolbar appears when you access the master page
3. Add the design and layout elements as you want them to appear on each page in the publication.
4. On the **Edit Master Pages** toolbar, click the **Close Master View** button to return to the publication page. Once you add design elements to the master page, they are automatically applied to the pages in the publication.



To Add page numbers as headers and footers to a master page:

1. If necessary, choose **View**→**Master Page**.
2. Choose **Insert**→**Page Numbers** to display the Page Numbers dialog box.
3. Select the desired options.
4. Click **OK**
5. A **page number** mark (#) will appear on the master page. The actual page number will appear on the publication page to which the master page is applied.

**Note:** Page numbers will be applied to the master page or an individual page.



To Ignore the master page for one page in a publication:

1. Select the page you do not want to have the master page elements on
2. Choose the **View** menu, **Ignore Page**

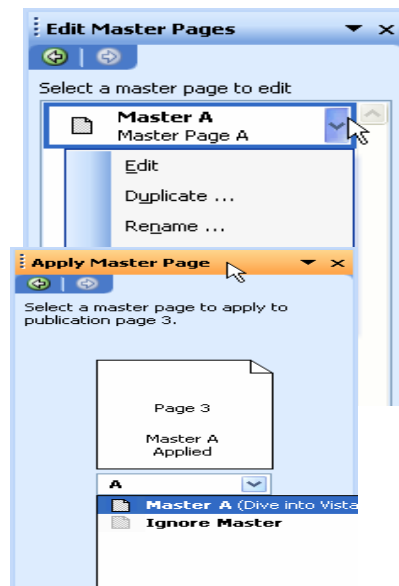
## Objective 7: Familiarize Yourself with the Master Page View

### The Edit Master Pages Task Pane

The Edit Master Pages task pane appears when you view the master page. You can use it to edit, duplicate, or rename existing master pages.

### The Apply Master Page Task Pane

The Apply Master Page task pane appears when you close the master page. You can use it to apply a specific master page to a specific page or page range in a publication. If you do not want elements to appear on a particular page, you have the option of ignoring the master page for any page that you desire.

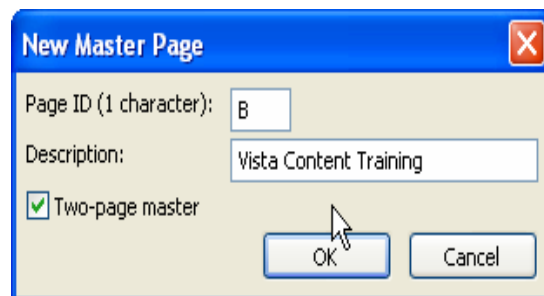


## Objective 8: Learn to create an Additional master page

Every publication comes with one master page by default. However, multiple master pages can be created when you need a variety of layouts applied to various pages in a publication. The default master page cannot be deleted; however, any additional master pages can be deleted.

### To create an additional master page:

1. Access the default master page
2. Choose the **View** menu, **Master Page**
3. On the **Edit Master Pages** task pane, click the **New Master Page** button
4. In the **New Master Page** dialog box, set the desired options
5. If necessary, type a **Single character** in the **Page ID** textbox as an identifier for the new master page
6. Type a description (40 or less characters) of the new master page in the **Description** text box.
7. Check **Two-page Master** if you want the new master page to be a two-page spread
8. Click **OK**



### To apply a master page to a single page:

1. To apply a master page to a single page, select the desired master page from the **Master Page** drop-down list.
2. To apply a master page to a page range, click the **Apply to Page Range** button. Set the desired page range and click OK